

The logo for the National Archives and Records Administration (NARA). It features a thick, dark red curved line above the word "nara" in a bold, black, lowercase sans-serif font. The entire logo is enclosed within a white oval shape.

**nara**

Consumer Protection Through Prevention

# **EMERGENCY PREPAREDNESS**

## **Planning for Child and Adult Care Programs**

Developed by Judy Collins and Jim Loving

# Natural or Man-made

- **Floods**
- **Tornadoes**
- **Earthquakes**
- **Hurricanes**
- **Severe weather**
- **Snow and ice storms**
- **Tidal waves**
- **Drought**
- **Volcanoes**
- **Fire/wildfire**
- **Hazardous material**
- **Bomb threats**
- **Suspicious articles**
- **Terrorists' acts**
- **Utility disruption**
  - **Water, heat, electricity, telephone**

# Prevention and Preparedness

- **Inspect facility/home inside and outside and surrounding area**
- **Make sure facility/home are in compliance with already existing licensing regulations**
  - **Fire and health clearance**
  - **Sign in and out**
  - **Proper staffing ratio**
  - **Working telephone and posted emergency #s**
  - **Posted evacuation plans in each room**

# Prevention and Preparedness

- **Become familiar with your local emergency response agency**
- **Identify the hazards in your area**
- **Communication is key**
  - **With licensing**
  - **With emergency response agencies**
  - **With other state/tribal agencies**
  - **With staff**

# Improving Security

- **Request local law enforcement to perform safety inspection of facility**
- **Review physical plant for security**
- **Develop a system of code words/phrases to use among staff when announcing an emergency**
- **Develop arrangement for mutual aid with other facilities and schools in your area**
- **Develop telephone tree to alert parents or responsible parties**

# Actions You Can Take

- **Install buzzers/signals on doors and outside gates**
- **Install security doors with coded buttons**
- **Install outside security cameras**
- **Issue pagers to parents**
- **Install panic buttons or intercoms in each room and in the office**
- **Install motion sensors with lights/buzzers**

# More Actions To take

- **Install mirrors on the corners of building**
- **Issue photo ID badges with electronic codes to authorized parents/adults/staff**
- **Have at least one cell phone in each class/area**
- **Create a two-stage entrance**
- **Establish an Internet connection from the center**

# Emergency Policies

- **Written and detailed**
  - Including plans for closure and relocation
  - Include emergency cards attached to child/resident
- **Disseminated to parents/responsible persons and staff**
- **Provide for staff training**
  - Plans do not evacuate children/residents
  - Trained and practiced staff do



# Evacuation Plans

- **Current**
- **Written**
- **Posted in each room**
- **2 unobstructed escape routes**
- **Regular drills**
- **Conduct drills for different types of disasters**
- **Plans for relocation**
- **Written permission to use relocation sites**
- **Inform parents and staff of sites**
- **Have appropriate forms ready**
- **Keep detailed documentation to whom children are released**

# Stay Alert to Potential Situations

- Be aware of where emergency information stations are located
- Have staff assigned to monitor an impending problem
- Pay attention to warnings!!

# Emergency Evacuation

- **Account for all children and staff**
  - **Keep vehicles with at least 1/2 tank gas**
  - **If walking, use rope train or buddy system**
- **An accurate attendance/resident list**
  - **Who is in facility, arrival time, departure time**
  - **Have emergency information with attendance list**
- **Take emergency medical supplies**
- **Take cellular telephone**
- **Always start and end with counting children/residents and matching to attendance list – name tags**

# **“Sheltering in Place”**

- **“Sheltering in place” is when people make a shelter out of the place they are in. It is a way for people to make the building as safe a possible to protect themselves until help arrives.**
- **This may be for a tornado or bio-terrorism attack.**

# Emergency Response Roles

- **Do an organizational chart**
  - **Staff name, phone number and position**
  - **To who each person reports**
- **List what each person's role and responsibility is in an emergency(such as)**
  - **Who will give first aid?**
  - **Who will take the attendance/resident lists?**
  - **Who will be responsible for taking emergency information on each child/resident?**

# More Response Roles

- **Who will call for help?**
  - **Who will carry the emergency kits?**
  - **Which children/residents go with which staff?**
- 
- **Important to have overlaps of responsibilities and back up**
  - **Stay calm, stay calm, stay calm**

# Emergency Supplies

- **Emergency information, attendance/resident lists, etc.**
- **Vehicle keys**
- **Necessary medication and medical equipment**
- **Adequate first aid kits**
- **Flashlights and batteries**
- **Battery operated radio; store batteries separately**
- **Cellular phone**

# More Emergency Supplies

- **Non-perishable food including formula and special food for infants**
- **Blankets**
- **Diapers and other sanitary items**
- **Personal hygiene and sanitation supplies**
- **Water (disposable cups)**
- **Duct tape**
- **Wooden matches**
- **Whistle**



# Even More Supplies

- **Second kit or backpack**
  - **Special things used to occupy children's attention during stressful time**
  - **Books**
  - **Games**
  - **Activity plans**
  - **CD players, earphones and CDs**

# Important Locations To Know

- **Electricity shut off and how**
- **Gas shut off and how**
- **Water shut off and how**
- **Air vent shut off and how to stop circulation**
- **Emergency kit and supplies**
- **Cell phone**

# Role of Regulation

- **Inform/train facilities in prevention techniques**
- **Assure your requirements adequately address emergency preparation**
- **Enforce the requirements that are in place**
- **Encourage facilities to put paper requirements into practice**

# The Aftermath

- **Identify status of facilities**
- **Implement relocation policies if necessary**
  - **Exceed capacities temporarily**
  - **Abbreviated fire and health inspections**
  - **Exceptions for playgrounds**
  - **Built in time lines for compliance**
- **Flexible, reasonable but SAFE**

# More Aftermath

- **Do policies need to be changed?**
  - Careful not to knee-jerk
  - What have we learned from our experiences?
- **It is not unusual for staff to remain on the site afterwards**
- **Give staff the support necessary- this includes licensing**
  - Professional health experts at staff meetings
  - Must be mentally healthy to support the programs

# People Matter

- **Important that people are taking care of themselves**
  - **How is your staff/family doing?**
  - **How are the children/families doing?**
- **Be able to make proper referrals**
- **LISTEN-people need to tell their story**

# REMEMBER

- ***EMERGENCIES* Will Continue to Happen**
- **Our best *DEFENSE* is a good *OFFENSE***
- **PREVENTION**
- **PREPAREDNESS**